



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

One of the many benefits of working for Veterans Affairs is knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

HOSPITAL ADMINISTRATIVE RESIDENT II

Permanent, Full –Time

\$5079 - \$6127 Monthly

Location: Veterans Home of California – Redding

Temporary office located at 6724 Lockheed Dr., Suite 4, Redding CA 96002

Permanent Address:

3400 Knighton Road

Redding CA 96002

Final File Date: Until Filled

***This Position is Pending Hiring Freeze Exemption Approval**

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under supervision of the Veterans Home of California – Redding Administrator, the incumbent will assist the Administrator with directing the nonclinical services and programs of the Veterans Home as well as perform support activities relative to all administrative projects.

- Assist the Administrator with planning and organizing the nonclinical operations and support services of the Veterans Home. Provide direction and oversight through subordinate managers and supervisors to Residential Care Services, Outside Medical Billing, Medical Administration, Plant Operations, Procurement & Contract Services, Warehouse and Property, Volunteer Services, Recreation Services, Dietary and Food Service, Security Service, Veterans Claims Services, and Patient Benefit Services.

- Compile information and process performance analysis on various operational procedures to assist the Administrator and division staff in the development and implementation of policies and procedures relating to the provisions of support and residential services and to ensure the Home meets all program requirements. Attend departmental meetings on program support issues. Assist in the development and execution of the Home's strategic plan.
- Disseminate information and administrative direction to nonclinical supervisors and leads with respect to goals, objectives, policies, organization, personnel and budgetary requirements. Assist nonclinical managers and supervisors in developing and establishing performance standards by which to measure achievement of service objectives.
- Assist the Administrator with current fiscal management activities such as cost center expenditure reports. In collaboration with the Budget Analyst, develop Budget Change Proposals and assist with the preparation and review of yearly budget requests and revisions. Provide fiscal management assistance and direction to the Homes ancillary services. Assist the Administrator with analysis and review of Capital Outlay Concepts and Proposals. Ensure the equipment replacement schedule is maintained.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Jacquie Ruiz – M80 #009R 11/12. To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #578-100-4778-001.

On behalf of the California Department of Veterans Affairs, this is to advise that we will offer reasonable accommodation for prospective visitors relative to obtaining transportation for business purposes to and from the temporary office located at 6724 Lockheed Drive, Suite 4 in Redding, CA until the new Redding Veterans Home facility is completed.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Jacquie Ruiz, Human Resources Office, at (916) 653-1849. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. 578-100-4778-001 RELEASED: 9.15.11